

CIVILIAN HIRING FREEZE

January 2013
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Why Civilian Hiring Freeze?

- AF is facing budgetary uncertainty and a projected FY13 \$1.8 billion shortfall in AF funding for overseas contingency operations
- Effective 16 Jan 13 - Immediate hiring freeze for Air Force civilian positions in all appropriations
 - Helps reduce expenditure rate and mitigate budget execution risks
 - Minimize impacts to our permanent civilian employees

AF Hiring Freeze Guidance

- CPS Transmittal dated 18 Jan 13 provided operational guidance
- Applies to external fill actions for permanent, temporary, and term vacancies in all appropriations
- Temporary and term employees should be separated unless positions are approved as mission critical
 - Temporary employees that have not received an approved exception will be separated by 8 Mar 13 or their NTE date (whichever is sooner)
 - Term employees will continue through NTE date
 - No new temporary US/LN employees may be hired

AF Hiring Freeze Guidance (cont)

- Reassignment and promotion actions for current workforce may continue
- Filling of positions associated with the Ministry of Defense (MoD) Transformation to LN Direct Hire (LNDH) program are excepted from the freeze
 - If an LNDH position later becomes vacated, it will then be subject to the hiring freeze

Hiring Freeze Exceptions

- Exceptions may be made for mission critical activities and civilian positions as determined by appropriate senior officials

“Mission failure results when a vacant position fully denies USAFE the capability to support CDRUSEUCOM and CDRUSAFRICOM operational requirement. A direct or indirect linkage will be clearly articulated in exception requests. Examples of positions that constitute a direct linkage would be air traffic control, flight scheduling and aircraft maintenance. An indirect position example is motor vehicle operations to clean the runway of snow. Each exception request will include an explanation of the CDR requirements supported; specific nature of mission failure; and the strategic, operational and/or tactical impacts/risks (including and second and/or third order effects) of the vacant position”.

Staffing Work in Progress

- **AFPC/DPI will continue to process internal actions**
- **Announcements/Referral Certificates**
 - **Current announcements/certificates for positions subject to hiring freeze will be worked based on information received from approval authority**
- **Selections**
 - **Actions with a job offer made on or prior to 16 Jan 13 may continue**
 - **External selections after 16 Jan 13 require approval from appropriate approval authority**
- **Priority Placement Program**
 - **Business as usual**

Staffing New RPAs

- Recruit/fill actions submitted after 16 Jan 13 subject to the hiring freeze must contain Wing Commander's approval
- AFPC/DPI will continue to process RPAs for all other actions (*e.g., non-competitive actions, overseas returnees, return of deployed civilians, restoration from military duty*)

CPS Responsibilities

- **Serve as the strategic advisor/leader for hiring managers and current/potential employees**
- **Manage and retain exception case files**
- **Process RPAs IAW hiring freeze policy**

Communication

- Information and slides will be available at:
<http://www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp>
- Hiring managers may call their staffing specialist
- All other inquiries may call 238-3540 for assistance